



Lamar University – M.Ed. in Educational Technology Leadership

Field-based Activities Monthly Report: Log

Instructions: Enter the total number of internship hours that you had worked at the start of the month in the upper right cell. Remember that you must log a **minimum of 100 hours** of field-based experience. For each month, enter a brief description of your internship activities for that week in the top row. Enter the ISTE Technology Facilitation standard(s) and Indicator in the second row. Use the third row for each week to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the day.) Enter the hours you worked for each week at the end of the row. Total the month's hours, then enter the total number of internship hours that you have worked as of the end of the month. There needs to be a minimum of 33 Campus- or District Supervised Activities that encompasses the 33 ISTE Technology Performance Indicators and eight Technology Facilitation Standards.

Date: <u>March 2012</u>		Total Internship hours at the start of the month:	1427.8
Week	Functions	Description	Hrs
1	Week's Activities	Notified phone companies of bid results; made arrangements for two tying companies to conduct a final walk through next week and update original bids by the end of next week. Assisted HR with W-2 webfile process. Completed additional phone system research. Verified with Region center that we cannot file 471 until DIR/ATT return signed contracts.	18
	Standard/Indicator	TF.II, TF.V.C., TF-VI.A	
	Communication with Mentor	Opened and discussed telephone system bids. Two bids very close, decided to have the companies do another walkthrough with updated bids early next week.	
2	Week's Activities	Molly STAAR Alt configuration double check. Met with both phone vendors for follow-up. Issue of separate signed Master ATT contract, if we have TEXAN 2000 and their contract. Verified not needed.	40
	Standard/Indicator	TF-VI.B.2, TF-VII.B.1, TF-IV.B., B.1, TF-IV.C.1	
	Communication with Mentor	Discussed 471/470 DIR date issue with Superintendent determined we should utilize our own for the 471. Discussed pros and cons of companies with tying bids. Mrs. Blocker wants final copies of all CIMP and DIMP plans. Contacted Bob T-1 price for Net 3 Port. HR person – difficulty locating time sheet spread sheet files, I helped her find them and made them more accessible to her.	
3	Week's Activities	Final verification of all paperwork for 471 application; ERATE 471 Application Completed, submitted, certified by Mrs. Bettin, Final updates to attachment 21's, submitted. No school last two days of the week.	24
	Standard/Indicator	TF-II.A, TF-II.B, TF-II.C, TF-II.E	
	Communication with Mentor	A lot going on with final ERATE document preparation, no discussions with Mentor, except to verify she certified ERATE 471 application.	
4	Week's Activities	Internet access issues. Worked with Firewall and ISP to troubleshoot. The issues are not going away. GVEC personnel revised local configurations on their equipment; had me turn off internal AP's just in case they were interfering with incoming wireless signal.	34
	Standard/Indicator	TF.VII.A.6, TF-VII.B.7, TF-V.D.4	

	Communication with Mentor	Discussed Internet issues, status of Tower Contract renegotiation and she want the Baseball, softball, and track schedules (which the coaches had not given me) posted.	
5	Week's Activities	Mornings, monitor hallways during assessments. I utilized power in a nearby room to keep my system up while I wirelessly completed research and class assignments for coursework. I could not bring confidential paperwork into the hall so I could not work in the PEARSON System during hall monitoring time. Setup May TELPAS TESTING Online. In the afternoon. Kotara and Kowalik weird gradebook issues, only resolution seems to be to use Firefox instead of IE9.0. March 30- Internet down. GVEC said it was a paperwork issue; Tower contract had been signed, contact utilities to verify no pipelines or wires in fiber line pathway. FELPS, WATER, & GAS. FELPS cleared before the end of the day. Discussed setting up a sales account on Amazon to sale surplus ink and printer supplies for printer no longer in use.	26
	Standard/Indicator	TF.VII.A.6, TF-VII.B.7, TF-V.C & C.1, C.3, C.4, TF-V.D.4, TF-VII.A.6, TF-VI.D	
	Communication with Mentor	My assignment as Hall Monitor for the week during on campus TAKS/STAAR assessments.	
Hours worked this month:			162
Total Internship hours to date including this month:			1589.8

March was a very busy month, bringing with it, the hectic wrap up the E-RATE bid process and the final submission of the E-RATE year 15, application process. I performed hall monitor tasks during one week of TAKS testing and verified TELPAS entries were in the system and ready for testing. The Superintendent Secretary's printer died with quite a few toner cartridges and a fusion unit, about \$1000.00 worth of equipment that could be sold at Amazon. I started the process of setting up the sale account, but when it came time for a credit card, the Superintendent was not available, we will have to address when she is. The Tower contract was finally approved by all parties, signed, and implementation is a go. I contacted the utility companies to be sure there was no hidden gas, electrical, or water lines. FELPS was here within an hour or two, the other utilities within 28 hours. No obstructions to ditching across the playground to lay the conduit for fiber from the tower to the cafeteria where it will connect to internal fiber were found. Once the switches on the tower are upgraded by GVEC, this will provide the district with a minimum of 10 MBPS of bandwidth up to 20MBPS or more, if needed. This improvement combined with backbone network switches with 10Gig links will better enable the district to support an internal wireless network and BYOD or a local 1:1 wireless pad initiative.